

**City of Keene**  
**New Hampshire**

**PARTNER CITY COMMITTEE**  
**MEETING MINUTES**

**Tuesday August 11, 2015    4:30 PM    City Hall, Second Floor Conference Room**

**Members Present**

Chair Tom Link  
Irene Davis, Vice Chair  
Dawn Thomas-Smith  
Karen Parsells  
Antje Hornbeck  
Kathy Frink, Treasurer  
Steve Russo  
John Mitchell

**Staff Present**

Helen Mattson, Executive Assistant  
Kurt Blomquist, Public Works Director

**Members Not Present**

**Others Present**

**1. Call to Order**

Chair Link called the meeting to order at 4:30 PM.

**2. Roll Call –Appoint Alternates (if required)**

Roll call was conducted.

**3. Minutes of Previous Meeting: July 14, 2015**

Ms. Thomas Smith made a motion to accept the minutes of July 14, 2015. Ms. Parsells seconded the motion which carried unanimously.

**4. Board Business**

**a) Sharing Community News – media connections –**

Chair Link asked if a sub-committee was created for the Sharing Community News item. Ms. Hornbeck stated that she was waiting for an email to begin the sub-committee. Chair Link stated that he would prefer joining the committee once it has been formed. Ms. Hornbeck replied that she will send out an email and Committee members can sign up.

**b) Fund Raising Event – Stonewall Farm – Promotional Ideas**

Ms. Parsells stated that there was a meeting today at Stonewall Farm and there will be three other food vendors. She continued, stating that she had requested other food vendors not serve the same foods. Ms. Parsells stated that the other vendors will include a fried food stand and a Catholic charity. She continued, stating that there is an admission fee of \$10 for adults and \$5 for children. Ms. Parsells stated that there will also be activities at the event. She continued, stating that Stonewall Farm will also be looking into electricity for the vendors. Ms. Parsells stated that the date is Sunday, October 4 from 10 am- 4 pm. She continued, stating that vendors need to set up by 9:00 am that morning and cannot set up due to a wedding the night before. Ms. Hornbeck stated that the admission fee does not sound favorable.

Chair Link stated that the Keene Music Festival is coming up. Mr. Blomquist stated that this will likely occur on September 5, 2015. Chair Link stated that because there is no Pumpkin Festival, many businesses are opting for non-profit organizations to take their space on the sidewalk for the event. He continued, stating that the Committee could have a spot on Main Street during the Music Festival. Chair Link stated that there is a good crowd that comes to Keene during this and the Art in the Park event. Mr. Russo stated that selling foods may need different permits for this event. Mr. Blomquist stated that this event and the protocol for vendors are still being worked out. Ms. Parsells asked if the Committee should have knockwurst instead of bratwurst because it could then be donated through C&S Wholesale Grocers. Chair Link asked if C&S could donate the bratwurst instead because knockwurst tastes very similar to hotdogs. Ms. Parsells stated that the Committee can inquire about this. She continued, stating that the drinks should be simple.

Chair Link asked if the Committee would like to try and get a spot at the Music Festival or if the date is too close. Mr. Russo stated that the event goes from about 12-10 pm. He continued, stating that he will look into the permitting for food vendors and any additional details. Chair Link stated that the festival organizers are the people that would need to be contacted. Mr. Russo stated that he will put Chair Link in touch with the festival organizer. He continued, stating that to serve food will not be complicated. Chair Link stated that once details are determined, Committee members can decide if they will be able to attend on Saturday, September 5<sup>th</sup> for the Music Festival. Ms. Thomas-Smith stated that the Committee would then have to determine if C&S would be able to donate for both events as well.

Ms. Davis suggested selling bags, t-shirts and other promotional merchandise at festivals. She continued, stating that Mr. Thormann may be able to send Einbeck items. Ms. Davis said that she has a t-shirt vendor in mind. Chair Link stated that quantity is usually a problem when ordering these items and it is hard to get a small amount. Ms. Davis stated that she would ask for the bags to be donated and start with about 80 t-shirts for upcoming events. Mr. Mitchell stated that he

bought brewery aprons over in Einbeck and was hoping to sell them at an event for a school fundraiser. He continued, stating that these items could be test subjects.

Ms. Frink asked if she should request bratwurst and hotdogs from C&S without a quantity. Chair Link stated that C&S will want to know the quantity but it will not be close to Pumpkin Festival numbers. Ms. Frink stated that last year the Committee bought 528 bratwurst and 800 hotdogs for the Pumpkin Festival. Ms. Parsells stated that all of these items were not sold however. Chair Link stated that both events are new and it is hard to estimate the necessary quantity. Mr. Russo stated that not many people will be selling food outside during the Music Festival but it is a good opportunity. Chair Link suggested 150 bratwursts and 100 hotdogs. Ms. Davis stated that more hotdogs are necessary. Chair Link suggested 200 bratwurst and 200 hotdogs for both venues. Mr. Mitchell stated that individuals can pick up more if necessary.

Ms. Parsells stated that details need to be figured out for the upcoming Stonewall Farm event like the tent, coolers and cash box. Mr. Blomquist stated that the streets will still be open and vendors will be setting up on half of the sidewalk so tents are not allowed for the Music Festival. Chair Link stated that the Committee should not attend the Music Festival event if it rains.

Ms. Parsells asked if there will be designated areas for each vendor. Mr. Blomquist replied yes, but there has not been a lot of discussion yet. He continued, stating that businesses do not have to take in outside seating like the Pumpkin Festival however. Mr. Blomquist stated that this event will be a little bit different and it is best to keep it simple with a couple folding tables and grills. Chair Link stated that if there are not enough resources for the event then the Committee will focus on Stonewall Farms event.

Ms. Parsells stated that a sub-committee should be created to get things together for Stonewall Farms and asked if everyone is available. Ms. Thomas-Smith stated that Mr. Secord usually got the grill and cashbox from The Pub Restaurant for events. She continued, asking if anyone has a connection to The Pub or if other alternatives should be discussed. Ms. Mattson stated that she has a connection to The Pub and will talk to Merri Howe, Assistant Finance Director, about getting the grill. Ms. Mattson asked how the grill was transported. Mr. Mitchell stated that he had picked up the grill in the past with his trailer. He continued, stating that it is a large commercial grill and the Committee will need to get fuel for it.

Ms. Parsells made a motion to accept the Fundraising Event-Stonewall Farm-Promotional Ideas report as informational. Ms. Thomas-Smith seconded which carried unanimously.

Ms. Hornbeck asked about signage for events to advertise The Partner City Committee. Ms. Thomas-Smith stated that a banner is available. Ms. Parsells stated that she is unaware of the location. Ms. Thomas-Smith stated that it may be in Ms. Davis's garage. Ms. Davis confirmed and stated that she will also get the tent.

**c) Police, Fire & Public Works Exchange (*Delegates visiting Einbeck*) – Update**

Chair Link stated that he talked with the new Police Chief about the exchange and believes that an exchange will be difficult this year. He continued, stating that police officer Lesley Ainsworth and her husband would like to go however. Chair Link stated that Kurt Blomquist who is present today would also like to go. He continued, stating that as of today the City Manager, the Mayor and his wife, Dr. Tim and Kathy Fisher, Mr. Blomquist and his companion, Mary, Lesley and Patrick Ainsworth, and himself.

Ms. Davis stated that the Committee in Einbeck had a meeting confirming the names of individuals from Keene and were disappointed by the police exchange. She continued, stating that Mr. Thormann needs to know the arrival and departure times. Ms. Mattson stated that the City Manager did not know how long he should stay and thought the Tuesday after arrival would be sufficient. Ms. Davis stated that the official activities do not start until Monday and it would be best to stay until Wednesday at least. She continued, stating that the program is being created now. Ms. Mattson stated that the City Manager will not arrive in Hanover until 12:10 pm Friday. Ms. Davis stated that everyone has to be in Einbeck by 4:30 pm for the welcoming ceremony. Ms. Mattson stated that she will discuss these details with the City Manager. Ms. Davis suggested that Chair Link give Mr. Thormann the additional names. Ms. Davis stated that it is best to draft an email explaining the additional people. Chair Link asked if anyone else will go from the Committee. No one else will be going from the Committee. Chair Link stated that it looks to be about 12 or 13 people.

Ms. Mattson stated that there is a flight from Boston to Munich to Hanover and that the flight is leaving out of Boston at 8:25 pm. Ms. Davis stated that if there are more than 10 people, a group rate is possible and that there is a travel agent in Jaffrey which can be helpful. Mr. Russo asked if the Committee will communicate suggested flights to others. Chair Link stated that people will be picked up in Hanover but other than that everyone should figure out flights.

Ms. Parsells made a motion to accept the Police, Fire & Public Works Exchange item as informational. Ms. Frink seconded which carried unanimously.

#### **d) School Exchange – Keene/Einbeck – John**

Mr. Mitchell stated that he had a terrific time in Germany and is very excited about the upcoming exchange. He continued, stating that he had a chance to meet with the students from Einbeck and they are enthusiastic about the exchange. Mr. Mitchell stated that there is a new vocational director and a bit of a financial situation at the moment. He continued, stating that the next steps are to look at the agenda and the costs. Chair Link asked if the vocational director is an external person. Mr. Mitchell replied, yes she previously worked for the Department of Education for New Hampshire. He continued, stating that the new director is supportive and will be working to get more support. Chair Link stated that Mr. Mitchell should let the Committee know how the group can help out in the future.

Ms. Davis made a motion to accept the School Exchange-Keene/Einbeck as informational. Ms. Parsells seconded the motion which carried unanimously.

**e) Facebook page – social media – Lilly & Dawn**

Ms. Thomas-Smith stated that the paperwork is being reviewed and she is waiting to hear back about this. Ms. Mattson stated that she will look into this.

**f) Signs for Public awareness of Einbeck/Keene partnership**

Chair Link stated that he checked around Keene for signs that may be similar but he did not see anything. Chair Link asked Mr. Blomquist about the protocol for Partner City Committee signs around entry points in Keene. Mr. Blomquist stated that a 2x4 sign is possible. He continued, stating that there are service club signs up and it is up to the Committee as to where and how the signs should look. Mr. Blomquist stated that there is a sign shop which can design something fairly simple.

Chair Link asked about the process. Mr. Blomquist stated that it would be best to contact the Municipal Services, Facilities and Infrastructure Committee to suggest a sign that would emphasize the Partner City Committee. He continued, stating that the cost would be about \$150. Mr. Blomquist stated that this Committee is a City Council sub-committee. Chair Link asked if it should start with a letter. Mr. Blomquist stated that a letter sent to the Mayor would be best and suggested tying the sign to an anniversary of some kind. Chair Link stated that he will write a letter to the Mayor and that an exchange group from Einbeck will be here in October. Mr. Blomquist stated that the exchange will be a good time to tie the sign in.

Ms. Hornbeck stated that the Committee also discussed a sign by the fountain to explain its relevance. Mr. Blomquist stated that a sign in the downtown area would take a bit more time due to the location and taking into consideration the Committee's schedule that advises about downtown developments. He continued, stating that this sign may need additional businesses to be involved and their suggestions. Ms. Hornbeck stated that the sign is specifically for awareness. Mr. Russo asked if the Partner City Committee can have more information on the website. Mr. Blomquist stated that it is possible to have information on the website. Chair Link asked if it would be best to have two separate requests for signs. Mr. Blomquist replied, yes that would be best.

Ms. Davis stated that the original idea for signage came from other Partner Cities in Germany as suggestions for sign images. Ms. Hornbeck stated that images were printed and passed out previously. Chair Link stated that he will write a letter to the Mayor.

Mt. Mitchell made a motion to accept the Signs for Public awareness of Einbeck/Keene partnership report as informational. Ms. Hornbeck seconded the motion which carried unanimously.

**5. New Membership:**

Ms. Thomas-Smith stated that she has a new member in mind but she has not reached out yet. Chair Link stated that candidates should go through the Mayor. Ms. Thomas-Smith asked if the person has to live in Keene. Chair Link replied, no. Ms. Parsells asked how many people are needed for the Committee. Ms. Mattson stated that slot 9 and slot 11 are vacant and a City Council member, so three people altogether. Chair Link stated that the Committee should begin giving names to the Mayor.

**6. Communications:**

**7. Reports:**

a.) Treasurer Report – Kathy Frink

Ms. Frink stated that with the registration fee of \$150.00 for Stonewall Farm the balance is \$21,375. 90.

Ms. Frink made a motion to accept the treasury report. Mr. Russo seconded which carried unanimously.

**8. New Business:**

Ms. Hornbeck stated that there is nothing new to report on the band exchange status until the informational meeting is held at the Waldorf School.

**9. Next Meeting:** Next meeting date: September, 8 2015

**10. More Time:**

**11. Adjournment**

Chair Link adjourned the meeting at 5:30 pm.

Respectfully submitted by:

Lana Bluege, Minute-taker

August 11, 2015